

Dealing with infectious diseases – preschool procedure table

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 2.1</p> <p>Regulations: 88</p>	<p>Leading and operating department preschool guidelines</p> <p>Student health in NSW schools: A summary and consolidation of policy</p>	<p>Staying Healthy: Preventing infectious diseases in early childhood education and care services</p> <p>NSW Health – Stopping the spread of childhood infections factsheets</p> <p>ACECQA's policy and procedures guidelines – Dealing with infectious diseases [PDF 261 KB]</p>

Responsibilities

<p>School principal</p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> • the preschool is compliant with legislative standards related to this procedure at all times • all staff involved in the preschool are familiar with and implement this procedure • all procedures are current and reviewed as part of a continuous cycle of self-assessment. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
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<p>Preschool supervisor</p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include:</p> <ul style="list-style-type: none"> • analysing complaints, incidents or issues and the implications for updates to this procedure • reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities • planning and discussing ways to engage with families and communities, including how changes are communicated • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
<p>Preschool teacher(s) and educator(s)</p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure’s review are documented.

Procedure

<p>Immunisation and enrolment</p>	<ul style="list-style-type: none"> • The preschool will not accept a child’s enrolment unless their parent has provided documentation from the Australian Immunisation Register (AIR). Documentation that can be accepted at the time of enrolment is: <ul style="list-style-type: none"> – AIR Immunisation History Statement showing the child is either up to date with their immunisations, has an approved medical contraindication or natural immunity to one or more vaccines, is on a recognised catch up schedule, or has a medical contraindication.
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- completed and signed **AIR Immunisation Medical Exemption Form (IM011) – Medical contraindications or natural immunity**
- completed and signed **AIR Immunisation History Form – Catch-up Schedule**

- There is a 12-week temporary exemption for children evacuated during a state of emergency, in emergency out of home care or for Aboriginal and Torres Strait Islander children.
- If a parent produces a letter from a doctor or international immunisation information, they will be asked to take their documentation to a doctor to obtain the correct AIR documentation before the child can commence preschool.
- A copy of each child's immunisation history statement or form is stored in their enrolment folder.
- An immunisation register is maintained.
- *(Who maintains the register? Is a copy kept in the preschool?)* The School Business Manager maintains the immunisation register. The register is kept as an excel spreadsheet accessible by all educators on Preschool – Microsoft Teams.
- Families of children turning four during the preschool year are reminded to supply the school office with their child's updated immunisation statement or form.
- *(When and how are they reminded? How is it recorded that they have been reminded? Note – the child's enrolment cannot be terminated if the family do not provide the updated record.)* Families are sent email reminders via School Bytes communication system, which stores all communication for record keeping. Emails are sent to relevant families at the start of the Preschool year reminding them to email through a copy of updated immunisation record for their child. When received this is filed in the child's record card.

Health and Hygiene practices

- Preschool teachers and educators model, explicitly teach and support the implementation of health and hygiene practices during play experiences and daily routines to reduce the spread of infection.
- The correct process for handwashing is taught and reinforced.
- *(How are the children taught to wash their hands effectively? When are they asked to wash their hands? How are they reminded of the process?)*
Handwashing is embedded in the program. Children are taught about hand washing through visuals displayed within the Preschool and in particular, handwashing areas, modelling by educators, books and songs. The children are asked to wash their hands after applying sunscreen in the mornings before outdoor play. The children are expected to wash their hands (they are taught to cough into their elbow) if they have been working in the garden.
- Independent nose blowing is taught and reinforced.
- *(How and when is this done? What strategies or methods are used?)*
Independent nose blowing is embedded in the program. The process is taught through visuals within the Preschool and modelling by educators. Children are reminded to use tissues correctly where required and tissues are available throughout Preschool – indoors and outdoors. Strategies include taking a breath, closing the mouth and then blowing through the nose.
- *(Describe any other health and hygiene practices taught and reinforced. These might relate to mealtimes, touching pets, gardening or toileting.)*

Maintaining a clean, hygienic environment

Educators maintain a clean and hygienic environment by following the guidelines in [Staying Healthy: Preventing infectious diseases in early childhood education and care services](#). This includes:

- All adults wash and dry their hands thoroughly.
- The preschool, furniture, equipment and toys are regularly cleaned/washed and well maintained.
- *(Is a schedule in place for this? Who does this cleaning? What cleaning protocols are followed?)* Cleaning checklists are kept in the laundry & kitchen. The checklist includes daily, weekly and termly cleaning and all educators assist in these cleaning procedures.
- A contracted cleaner cleans the preschool once a day. They remove rubbish, clean the floors, bathrooms and tabletops.
- Table-tops, mouthed toys, dirty linen, cleaning cloths and loaned hats are washed daily.
- *(Who does this washing, how and when?)* All educators are responsible for ensuring this is completed daily using the laundry facilities located on school site at the end of day.
- Food handling, preparation and storage practices implement the recommendations of the NSW Health Food Authority.
- *(Which of the practices are relevant and implemented?)*
- Bodily fluids, such as blood, vomit, any contaminated items used in first aid and nappies are handled and disposed of safely.
- *(How is this done? Where are they disposed of?)* Educators follow the 'Leading and Operating Department Preschool Guidelines' for ensuring safe disposal of items. Any bodily fluids and contaminated materials are handled by staff wearing gloves. Gloves are stored in toileting areas, the kitchen and on an A-Frame shelf outside. All contaminated materials and nappy/toileting cleaning items are disposed of in a garbage bin outside at the back of the Preschool.
- Any soiled children's clothing is placed in a sealed plastic bag to be taken home and washed by the child's family.

	<ul style="list-style-type: none"> • <i>(Who does this? How do you ensure that children don't have access to the soiled clothes?)</i> The soiled clothing is kept in a sealed bucket bin close to the toileting area. Parents are notified of the soiled clothing verbally by Educator and by a comment net to sign on book.
<p>Sick children</p>	<ul style="list-style-type: none"> • If a child arrives at preschool obviously unwell, the teacher will discuss the child's condition with their parent or carer to determine if they will be requested to take the child home or not. • <i>(Describe the process undertaken by the teacher, for example, parents are asked about recent symptoms. Does the teacher seek the advice of the principal before asking the parent to take the child home?)</i> The Educator will make an assessment taking into consideration the symptoms the child has/had described by parent/carer or is displaying and the minimum exclusion periods as recommended by the NHMRC. If the educator is unsure whether a child should be taken home, they will contact the Preschool Supervisor who will assist in making the decision. The Principal is notified of the decision if he child has been asked to go home. • If a child becomes ill while at preschool, or is displaying symptoms of a potentially infectious disease, they will be isolated from the other children. They will be kept under close supervision and made comfortable. • <i>(Where in the preschool will they rest? Who will supervise the child? Will their temperature be taken?)</i> The SLSO Educator will monitor the child's condition, taking their temperature if required, administering any medications through Health Care Plans with another staff member witnessing. • All items the child comes into contact with while resting will be removed and washed so no other child comes into contact with them. • The child's parent will be contacted by a staff member and asked to collect their child in certain circumstances. • <i>(Under what circumstance will a parent be asked to collect their child? Who makes the decision that the family be phoned?)</i> If the child is deemed to unwell to stay at Preschool by the ECT and SLSO then an Educator will contact the parent/carer to collect.

	<ul style="list-style-type: none"> • If a child appears very unwell and needs urgent medical attention an ambulance will be called. • <i>(Does the office or preschool call?)</i> The Educators will call from the Preschool and will also immediately notify the Preschool Supervisor and Principal to attend the Preschool site.
<p>Infectious diseases</p>	<ul style="list-style-type: none"> • The preschool will notify the local Public Health Unit (phone 1300 066 055), as soon as practical if a child: <ul style="list-style-type: none"> – has a vaccine preventable disease; diphtheria, mumps, poliomyelitis, haemophilus influenzae Type b (Hib), meningococcal disease, rubella (German measles), measles, pertussis (whooping cough), tetanus – is reasonably suspected of having come into contact with a person who has one of these vaccine preventable diseases and is not immunised against that disease (for example, on a catch-up schedule). • The preschool will follow any directions provided by the Public Health Unit regarding how long a child suffering an illness must stay away from preschool and the exclusion of any other children. • The regulations do not state a child requires a doctor’s clearance to return to preschool. • If an enrolled preschool child is diagnosed with an infectious disease, all parents and carers will be notified via a message posted at the preschool entrance. • <i>(Will any additional methods of notification will be used?)</i> • Any communications with families will maintain the privacy of the infected child. • All parents and carers will be supplied with a factsheet about the disease which lists its symptoms. <i>(Where will the factsheet be sourced from?)</i> NSW Health – Stopping the spread of childhood infections. Stopping the spread of childhood infections - Fact sheets (nsw.gov.au) <p>An outbreak of a disease on the immunisation register is considered a serious incident and so the preschool must notify Early Learning (phone 1300 083 698) as soon as practical.</p>

Record of procedure's review

Date of review	30/04/2024
Who was involved	Beth Cameron, Jordan McPhail, Natalie O'Donnell, Julie Greedy, Hannah Gibson, Cathy Banister, Aimee Vincent and Bronwyn Price
Key changes made and reason why	Removed obsolete information re. therapy dog
Record of communication of significant changes to relevant stakeholders	<p>Principal: Preschool – Microsoft Teams</p> <p>Staff: Preschool – Microsoft Teams and Policy/Procedure Folder</p> <p>Parents: a copy is displayed at the entrance of Preschool and copies for Preschool families to take home if requested. Preschool Facebook page and School Website. All relevant educators to review at regular staff meeting.</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service's provision of education and care or a family's ability to use the service.</p>

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.